

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

PROFESSIONAL ENGINEER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Professional Engineer is the second and journey level in a three level Engineering series. Incumbents are responsible for developing plan designs and reviewing large projects that involve coordination among multiple departments or agencies. Based upon assignment, incumbents may serve as lead worker for engineering support staff.

The Professional Engineer is distinguished from the Engineer by a State-issued engineering license and its responsibility for serving as a project manager engineering related projects. The Professional Engineer is distinguished from the Supervising Professional Engineer, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|-------------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor. | Varies
0 – 10% |
| 2. | Serves as project manager for a variety of engineering related projects, which includes: overseeing the design, bidding, and construction of projects; participating in the selection of design consultants; reviewing plans; coordinating construction bidding processes; administering contracts; responding to technical project inquiries; approving payments within established guidelines; monitoring project budgets; monitoring conformance with project timelines and fiscal constraints; and/or, performing other related activities. | Daily
30% |
| 3. | Performs specialized, complex professional engineering work related to civil, electrical, fire protection, geotechnical, structural, mechanical, sanitary or traffic engineering activities involving the review of public work project plans and specifications for compliance with all applicable Federal, State, and local codes, regulations, standards, and accepted engineering practices. | Daily
20% |
| 4. | Prepares and maintains a variety of complex engineering records, files, reports, and/or other related information related to operational activities for the division. | Daily
10% |
| 5. | Plans and oversees complex engineering studies in assigned area of responsibility. | Daily
10% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE-QUENCY</u>
6.	Responds to a broad range of requests for information, service, concerns, or complaints from citizens, businesses, government agencies, and/or other interested parties regarding a variety of engineering-related issues and provides expert level guidance and direction; gathers and analyzes engineering, architectural, and/or mechanical data in order to respond to complaints from citizens; makes recommendations for solutions based on research findings.	Daily 10%
7.	Creates, updates, and maintains numerous reference materials, manuals, and brochures, which may also include forms, checklists, plats, board packets, reports, and/or other related information.	Weekly 5%
8.	Participates in a variety of meetings, committees, and/or task forces to provide expert-level technical engineering advice and information based on assigned area of responsibility and based on analysis, review, and critique of development projects and plans.	Weekly 5%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Engineering
- OR
- Related field and two years of related engineering experience is required;
- OR
- An equivalent combination of education, experience and licensure sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Registered Professional Engineer (PE)

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Knowledge (position requirements at entry):

Knowledge of:

- Advanced engineering principles and practices in assigned area of responsibility
- Construction principles and practices
- Applicable Federal, State, and Local laws, codes, rules, regulations, and design and installation standards
- Advanced mathematical concepts
- Research methods
- Customer service policies, principles and practices
- Project management principles and practices
- Engineering terminology in assigned area of responsibility
- Analytical methods and techniques

Skills (position requirements at entry):

Skill in:

- Reading and interpreting specialized data and information in assigned area of responsibility
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Preparing and performing mathematical calculations
- Communicating technical information to a non-technical audience
- Managing projects
- Communicating technical information to a non-technical audience
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Using computers and applicable software applications
- Preparing engineering documents
- Analyzing evaluating the relevance and importance of theories, concepts, and principles
- Applying independent, judgment, personal discretion, and resourcefulness in interpreting and applying guidelines
- Providing customer services
- Gathering, analyzing, and evaluating evidence
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008